

OFFICIAL MINUTES
PERSONNEL BOARD MEETING
November 28, 2018

CALL TO ORDER

The meeting began at 5:37 p.m. in Conference Room 113 at City Hall.

ROLL CALL

Present: Vice Chair Ed Comerford and Board Member Joe Roberts
City Staff: Assistant City Manager Tami Yuki, HR Manager Monica Walker
Public: None present

REVIEW OF AGENDA

No modifications to agenda.

APPROVAL OF MINUTES

Personnel Board Member Joe Roberts made a motion to approve the July 18, 2018 minutes with the removal of “was” typo in Item A, Minimum Qualifications, Fourth Bullet, “obtain the necessary certificates ~~was~~.” Personnel Board Chair Ed Fuentes seconded the motion. Motion approved.

PUBLIC COMMENT

No public comment.

CONDUCT OF BUSINESS

a. Headend Technician Job Description

Human Resources Manager Monica Walker introduced Cable Director Sandeep Krishnamurthy and former CATV System Engineer (currently Special Projects Consultant) Al Johnson. HR Manager Walker explained that the job duties of the Headend Technician used to be split among the existing Cable Technicians, but as the complexity of the Headend grew, along with the responsibilities needed to maintain it, the need for a separate job classification arose.

Director Sandeep Krishnamurthy gave a background of San Bruno Cable. It has evolved from a simple television antennae type system, into the complex system that exists today. In 2010, the headend was built to its present state with new technologies that involve transmitting signals over fiber (70% of system) and hybrid-fiber coax (remaining amount). These new technologies were introduced into the Headend, as well as router cards and new router systems. Today the Headend is a detailed operation. In the past this maintenance could be done among a few individuals; however, it is now a full-time operation that is separate from technician duties. It is a position that lies as a cross between a technician and a field supervisor. The new position does not involve increasing the headcount; an existing technician will be applying for the promotion.

Vice Chair Ed Comerford requested that “FLSA exempt” vs “FLSA non-exempt” be included on the job description to match other current job descriptions.

Consultant Al Johnson stated that the supervision and review would be conducted by the Field Supervisor. Vice Chair Ed Comerford stated that “The Headend Technician works under the general supervision of **Cable management team**” seems too vague. At a later point in the meeting, HR Manager Monica Walker suggested a compromise that included: “*The Headend Technician works under the general supervision of **the Field Supervisor, System Engineer, or other Cable management team designee.***” All were in favor of this change.

Consultant Al Johnson explained that the Headend Technician monitors all the signals related to video, internet, and access controller – equipment is constantly being updated and the headend

technician will be required to maintain it, especially with the new fiber-to-the-home project. Assistant City Manager Tami Yuki explained that this work cannot be performed by a cable technician without extensive training in software and equipment, and that the industry is moving towards a more IT-based cable industry; hence, the need for a separate job classification.

Vice Chair Ed Comerford stated that it would be critical to include “knowledge of FCC regulations” as part of the minimum qualifications. Consultant Al Johnson agreed that knowledge is necessary, but Director Sandeep Krishnamurthy indicated that five (5) years of experience would encompass that knowledge. Tami Yuki asked if five (5) years of cable experience would encompass the knowledge, and also suggested using broader, general terms in order to cover FCC regulations and technical IP protocols, etc. Director Sandeep Krishnamurthy explained IP protocols falls under a technical domain, but FCC falls under a legal domain. The Headend Technician may have working knowledge, but not know the legal implications of FCC regulations. The ultimate responsibility lies with Cable Management, and the Headend Technician is mainly responsible for impacts on the headend. Board Member Joe Roberts stated that we must take care when requiring “knowledge of FCC regulations” because FCC rules and regulations are very complex. Tami Yuki recommended “pertinent regulations” because nomenclature changes often.

Group agreed to add to Minimum Qualifications / Knowledge of: “...**Relevant regulatory requirements...**”

Group agreed to revise wording to reflect “*Responsible for **implementation** of Federal Communication Commission (FCC) requirements relating to the transmission and reception of CATV/Internet signals.*”

Assistant City Manager Tami Yuki explained that Education and Experience requirements are very specific because that is what is required now, but “**or equivalent current technologies**” allows for fluctuation if/when nomenclature should change. Board Member Joe Roberts expressed a concern that although current internal candidates qualify under these requirements, would the requirements allow for outside candidates to qualify in the future, in the event that there is no internal candidate pool? Consultant Al Johnson, Director Sandeep Krishnamurthy, and Assistant City Manager Tami Yuki affirmed that the requirements allow outside candidates to apply.

Vice Chair Ed Comerford asked why the word “frequently” is used for things such as sit or stand, and Assistant City Manager Tami Yuki explained that ADA wants to know how often an action is required.

Vice Chair Ed Comerford suggested adding “high voltage” to Work Environment. Al Johnson explained that the voltage is 220V or 110V. Monica Walker asked if the voltage exposure is different than a Cable Technician or Field Supervisor. Board Member Joe Roberts stated that existing wording “risk of electrical shock” covers it. Al Johnson stated that Headend Technician is only occasionally exposed to voltage.

Board Member Joe Roberts motioned to approve Headend Technician job description with recommended changes. Vice Chair Ed Comerford seconded the motion. Motion approved.

b. Discuss Annual Report to City Council (Presentation Date)

Human Resources Manager Monica Walker stated that the City Council has offered the first two meetings in January. Vice Chair Ed Comerford and Board Member Joe Roberts recommended finding out Chair Ed Fuentes’ availability and going from there. Tami Yuki explained that the date is flexible because although the bylaws state that presentations need to be done every two years, our Personnel Board meetings are not that frequent.

Date remains TBD as of the writing of these minutes.

c. Selection of Chair and Vice Chair

Vice Chair Ed Comerford nominated Ed Fuentes as Chair and Board Member Joe Roberts seconded the motion. Vice Chair Ed Comerford nominated Joe Roberts as Vice Chair and Board Member Joe Roberts seconded the motion. Motion passed.

d. Report on Recruitment Information

Human Resources Manager Monica Walker reported that the list represents all the current active eligibility lists, and that all positions have been filled with the exception of a few that are in advanced/final stages of the recruitment process: *Lateral Firefighter, Parks Lead Maintenance Worker, Building Inspector I/II, Public Works Inspector / Engineering Technician*. It has been a busy year. The City has hired 47 new full-time employees since October 1, 2017. With all the turnover and retirements, a large part of our workforce has been replaced, including almost all Department Heads and a new City Manager.

BOARD MEMBER COMMENTS

No comments

ADJOURNMENT

Board Member Joe Roberts motioned to adjourn the meeting at 6:18 p.m., seconded by Chair Ed Comerford.